

Assignment 2

Textbook Assignment: "Ship's Store Files (continued)," chapter 2, pages 2-7 through 2-31.

Learning Objective: Identify the procedures used to maintain the number control and breakout file. (Continued from assignment 1.)

- 2-1. What portion of the NAVSUP Form 973 is given to the bulk storeroom custodian to break the merchandise out to the sales outlet?
1. Original only
 2. The original and duplicate only
 3. The original, duplicate, and triplicate only
 4. The original, duplicate, triplicate, and quadruplicate
- 2-2. What portion of the NAVSUP Form 973 will the sales outlet or service activity operator sign during the course of a breakout or issue?
1. The original and triplicate only
 2. The original, duplicate, and quadruplicate only
 3. The original, triplicate, and quadruplicate only
 4. The original, duplicate, triplicate, and quadruplicate
- 2-3. What individual should NOT have access to the original and duplicate of the NAVSUP Form 973 when accomplishing a breakout from the bulk storeroom to the retail store?
1. The ship's store officer
 2. The ship's store recordskeeper
 3. The bulk storeroom custodian
 4. The retail store operator
- 2-4. After the breakout is completed in manual recordskeeping, the ship's store recordskeeper will compare quantities broken out by the bulk storeroom custodian to the quantities received by the receiving custodian. If the quantities match, the ship's store recordskeeper will enter the correct quantities broken out on what portion of the NAVSUP Form 973?
1. Original
 2. Duplicate
 3. Triplicate
 4. Quadruplicate
- 2-5. Once the ship's store recordskeeper verifies the quantities broken out and received, the person receiving the material will sign what portion of the NAVSUP Form 973?
1. Original and quadruplicate
 2. Original and triplicate
 3. Original and duplicate
 4. Original only

2-6. In ROM procedures, what portion(s) of the original NAVSUP Form 973 used to request items is/are filed in file SSA-2?

1. The duplicate
2. The triplicate
3. The quadruplicate
4. All of the above

2-7. In ROM procedures, what portion of the NAVSUP Form 973 used to request items is compared to the original of the final NAVSUP Form 973?

1. Original
2. Duplicate
3. Triplicate
4. Quadruplicate

Learning Objective: Determine the procedures used in maintaining the journal of receipts and the journal of expenditures files.

2-8. What is the primary purpose of the Journal of Receipts, NAVSUP Form 977?

1. Provides an accumulated record of all breakouts at retail price
2. Provides an accumulated record of all expenditures at cost price
3. Provides a number control for all receipt and expenditure documents
4. Provides an accumulated record of all receipts at cost price

2-9. At what time or event will the ship's store recordskeeper begin a new Journal of Receipts, NAVSUP Form 977?

1. At the end of the fiscal year
2. Each time a transmittal of receipt documents is submitted to the appropriate FAADC
3. On the first day of each new accounting period
4. At the end of each month

2-10. In what column on the NAVSUP Form 977 will you enter the total cost value of ship's store inventory (excluding standard Navy clothing inventory) brought forward from the previous accounting period?

1. Other Sources, Clothing
2. Other Supply Officer, Ship's Store
3. Purchases, Ship's Store
4. Other Sources, Ship's Store

2-11. The assignment of receipt numbers from the NAVSUP Form 977 will begin with the number 1 at what time?

1. At the start of each month
2. Each time a new page is started on the NAVSUP Form 977
3. On the first day of each new year
4. On the first day of each new accounting period

2-12. You received some laundry supplies from another supply officer. In what column of the NAVSUP Form 977 will the total dollar value of the receipt at cost be entered?

1. Other Supply Officer under the heading Ship's Store
2. Purchases under the heading Ship's Store
3. Other Sources under the heading Ship's Store
4. Other Supply Officer under the heading Clothing

2-13. At what interval is the ship's store officer required to forward one legible copy of each receipt document to the appropriate FAADC under a letter of transmittal?

1. Each fiscal year
2. Each accounting period
3. Monthly
4. Quarterly

- 2-14. From what files are the receipt documents forwarded to the appropriate FAADC taken?
1. SSA-2 and SSA-3
 2. SSA-4 and SSA-5
 3. SSA-11 and SSA-13
 4. SSA-20 and SSA-21
- 2-15. You have finished submitting receipt documents 1 through 12 to the appropriate fleet accounting and disbursing center. What entry, if any, is made on the NAVSUP Form 977?
1. You enter "Negative document report forwarded to (FAADCLANT or FAADCPAC) on (date)"
 2. You enter "Receipt documents 1 through 12 forwarded to (FAADCLANT or FAADCPAC) on (date)"
 3. You enter "Receipt documents forwarded to FAADC this date"
 4. None
- 2-16. ROM users will generate the transmittal of receipt documents using what ROM function?
1. The receipt function
 2. The requisition/purchase order function
 3. The resale operations constants function
 4. The resale operations reports function
- 2-17. ROM users are required to verify that the receipts listed on the transmittal equal the actual cost value of merchandise received.
1. True
 2. False
- 2-18. What is the primary purpose of the Journal of Expenditures, NAVSUP Form 978?
1. Provides the ship's store officer with individual item inventory
 2. Provides an accumulated record of all receipts at cost price
 3. Determines accurately whether a ship's store activity is short or over
 4. Provides an accumulated record of all expenditures at cost, standard, or markdown price
- 2-19. A new journal of expenditures is started at what time?
1. At the end of the month
 2. On the first day of the new accounting period
 3. Quarterly
 4. Each new fiscal year
- 2-20. ROM users may print the NAVSUP Form 978 using what ROM function?
1. The resale operations reports function
 2. The survey function
 3. The miscellaneous expenditure function
 4. The resale operations constants function

IN ANSWERING QUESTIONS 2-21 THROUGH 2-24, SELECT FROM COLUMN B THE HEADING AND COLUMN OF THE NAVSUP FORM 978 TO WHICH THE TRANSACTION SHOWN IN COLUMN A WOULD BE POSTED.

| | A. TRANS-ACTIONS | B. HEADINGS AND COLUMNS |
|-------|---|--|
| 2-21. | Transfer of standard Navy clothing stock to the supply support activity | 1. Other Supply Officer under the heading Ship's Store 2. Other Expenditures under the heading Ship's Store |
| 2-22. | Markdown of 48 packages of Ritz crackers located in the retail store | 3. Other Supply Officer under the heading Clothing |
| 2-23. | Survey of standard Navy clothing stock to the Navy Stock Fund (NSF) | 4. Other Expenditures under the heading Clothing |
| 2-24. | Transfer of 240 cartons of tax-paid cigarettes to the <u>USS SARATOGA (CV-60)</u> | |

Learning Objective: Identify the procedures used to maintain the receipts from purchase and receipts from other supply officer's file.

- 2-25. The transmittal of receipt documents must be forwarded to the appropriate fleet accounting and disbursing center within how many days following the end of the month?
1. 7 days
 2. 5 days
 3. 3 days
 4. 10 days

- 2-26. The receipt documents forwarded in the transmittal are separated into how many groups?

1. Five
2. Two
3. Three
4. Four

- 2-27. The ROM system automatically separates receipts into the appropriate groups in what ROM function?

1. The resale operations constants function
2. The receipt function
3. The requisition/purchase order function
4. The resale operations reports function

- 2-28. When there are no receipts during the month, the ship is not required to forward a letter report to the appropriate fleet accounting and disbursing center.

1. True
2. False

- 2-29. ROM users will produce the letter report forwarded with the transmittal of receipt documents using what ROM function?

1. The receipt function
2. The resale operations constants function
3. The resale operations reports function
4. The requisition/purchase order function

- 2-30. A copy of the transmittal of receipts letter report is filed in which of the following files?

1. SSA-3 and SSA-11
2. SSA-4 and SSA-5
3. SSA-11 and SSA-21
4. SSA-17 and SSA-21

Learning Objective: Identify the major logs kept on file in the ship's store office.

- 2-31. When the ROM system is used, which of the following manual logs is/are NOT required?
1. The purchase order log
 2. The requisition log
 3. The expenditure invoice log
 4. All of the above
- 2-32. The Julian date for January 31, 1990 would be which of the following numbers?
1. 0031
 2. 0131
 3. 0310
 4. 3101
- 2-33. Which of the following serial numbers may have been assigned to a requisition document?
1. 9799
 2. 9879
 3. 9899
 4. 9989
- 2-34. The expenditure invoice log provides a record of which of the following documents?
1. Documents assigned a purchase order serial number
 2. Documents assigned a requisition serial number
 3. Documents assigned an expenditure serial number
 4. All of the above
- 2-35. In the ROM system, expenditure serial numbers are assigned to expenditure documents using a manual log because the ROM system does not have the capability to assign these types of serial numbers.
1. True
 2. False

Learning Objective: Identify the procedures used to maintain the stock record files.

- 2-36. How is the Stock Record, NAVSUP Form 464, kept on file in manual recordskeeping?
1. In stock number order by category of merchandise
 2. In numerical order by category of merchandise
 3. In line item order by category of merchandise
 4. In alphabetical order by category of merchandise
- 2-37. By what number are the stock record masters identified in the ROM system?
1. Vendor style number
 2. ROM function number
 3. Item stock number
 4. Brand name
- 2-38. At what time are ROM users required to create a new stock record for new items?
1. Before ordering the new merchandise
 2. After the purchase order or requisition documents for the new items are signed
 3. When the new items are received
 4. At the time receipts are entered in the ROM receipt function
- 2-39. What ROM function should you use to modify an existing stock record master?
1. The ship's store constants function
 2. The stock record maintenance function
 3. SSAC/contract vendor maintenance function
 4. The stock record master view function

● In answering question 2-40, use the information in the following paragraph.

You are ordering the following new items from the Southern Apparel Company: 48 pairs of men's dungaree trousers, size 32 X 32, S/N 532242-4841, price--\$9.21; 48 pairs of men's dungaree trousers, size 34 X 32, S/N 532242-4856, price--\$9.21; 48 pairs of men's dungaree trousers, size 34 X 34, S/N 532242-4860, price--\$9.21; 48 pairs of men's dungaree trousers, size 36 X 34, S/N 532242-4868, price--\$9.21.

2-40. How many stock record masters should you create in the ROM system for these new items?

1. One
2. Two
3. Three
4. Four

2-41. What is the basis for the unit cost price on the stock record?

1. Average of former and last receipt price
2. Last receipt price rounded off to the nearest nickel
3. Last receipt price rounded off to the nearest cent
4. Last receipt price of the oldest stock

| <u>STOCK RECORD</u> | | | | | | |
|---------------------|--------------------|---------------------------|-----------------|-----------------|---|----------------------|
| <u>Date</u> | <u>Voucher No.</u> | <u>Rec From Expend to</u> | <u>Received</u> | <u>Expended</u> | <u>Balance in Bulkroom or Warehouse</u> | <u>Total Balance</u> |
| 10-1 | Inventory | Brought forward | | | 432 | 552 |
| 10-2 | #4 | SS#1 | | 72 | 360 | 624 |
| 10-5 | 9702 | ABC | 576 | | 936 | |
| 10-7 | 7770 | CGN-9 | | 288 | | 912 |
| 10-18 | #11 | SS#1 | | 144 | 792 | 768 |
| 10-20 | 9715 | ABC | 576 | | 1368 | 1344 |
| 10-22 | 7775 | SURVEY | | 72 | | 1272 |

| <u>TRANSACTIONS</u> | | | |
|---------------------|--------------------|---------------|---|
| <u>Date</u> | <u>Voucher No.</u> | <u>Amount</u> | <u>Description</u> |
| 10-2 | #4 | 72 | Breakout from the bulk storeroom to the retail store |
| 10-5 | 9702 | 576 | Receipt from ABC vendor |
| 10-7 | 7770 | 288 | Transfer to the USS <u>LONG BEACH</u> (CGN-9) |
| 10-18 | #11 | 144 | Breakout from the bulk storeroom to the retail store |
| 10-20 | 9715 | 576 | Receipt from ABC vendor |
| 10-22 | 7775 | 72 | Survey items located in the bulk storeroom charging the Navy Stock Fund (NSF) |

Figure 2A

- In answering questions 2-42 and 2-43, use the information in the following paragraph and in figure 2A.

Figure 2A shows the columns of a stock record with transactions listed under it. The transactions listed may have been entered incorrectly to the columns of the stock record. Recheck the stock record and answer questions 2-42 and 2-43.

2-42. What should be the correct amount in the Total Balance column after entering the transaction on 10/22?

1. 1128
2. 1344
3. 1488
4. 1704

2-43. What should be the correct amount in the Balance in Bulkroom column of the stock record after entering the transaction on 10/22?

1. 1008
2. 1224
3. 1368
4. 1584

2-44. When, if ever, is the quantity of stock moved from the bulk storeroom to the retail store not subtracted from the Balance in Bulkroom column of the NAVSUP Form 464?

1. When the bulk storeroom and the retail store are operated by the same person
2. When the bulk storeroom and retail store are operated by separate persons
3. When the bulk storeroom is operated by one person and the retail store is operated by two persons
4. Never

2-45. ROM users are required to review what report before placing new orders?

1. Inventory management report
2. Bulk storeroom inventory difference report
3. Outstanding requisition\ purchase order control form
4. Inventory control data report

2-46. At what time or event will the ROM system automatically adjust quantities on the Stock Record, NAVSUP Form 464?

1. After performing the daily backup
2. The day after a transaction is entered in the ROM
3. As transactions are entered in the ROM
4. At the end of the current accounting period

IN ANSWERING QUESTIONS 2-47 THROUGH 2-50, SELECT FROM COLUMN B THE TYPE OF RESPONSIBILITY THAT APPLIES TO THE TRANSACTION IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

| | <u>A. TRANS-ACTIONS</u> | <u>B. TYPES OF RESPONSIBILITY</u> |
|-------|---|--|
| 2-47. | Breakout of 36 Pringles potato chips from the bulk storeroom reduces the quantity shown in the Balance in Bulkroom column of the NAVSUP Form 464 by 36 | 1. Separate responsibility only 2. Combined responsibility only 3. Both separate and combined responsibility |
| 2-48. | Receipt of 576 Snickers bars increases the Total Balance column of the NAVSUP Form 464 by 576 | |
| 2-49. | Expenditure of 12 damaged deodorants located in the bulk storeroom is expended from the Total Balance column of the NAVSUP Form 464, but not expended from the Balance in Bulkroom column | |
| 2-50. | Two cartons of tax-paid cigarettes are marked down to zero and expended from both the Balance in Bulkroom and Total Balance columns of the NAVSUP Form 464 | |

2-51. When the retail store and bulk storeroom are operated by the same person, ROM users are required to indicate what information in the resale operations constants file?

1. The same store numbers for both activities
2. Separate responsibility
3. Inventory data for both the bulk storeroom and retail store
4. Combined responsibility

Learning Objective: Identify the procedures for maintaining the resale operations constants file.

2-52. What is the information contained in the resale operations constants file used for?

1. To compile official records
2. To prepare reports and other documents
3. To keep a record of security clearances
4. To prepare the ship's store loss and theft prevention report

2-53. Some of the information in the resale operations constants file will almost always have to be changed at which of the following intervals or events?

1. End of the fiscal year
2. End of the accounting period
3. When the supply officer is relieved
4. All of the above

2-54. The resale operations constants menu is accessed from the ROM master menu and provides the user with six options. Which of the following options is NOT offered by the resale operations constants menu?

1. Maintain retail store numbers and names
2. Update general information about the ship
3. Maintain retail department codes
4. Add or modify existing vendors

2-55. The number of personnel authorized for manning aboard ship is entered in the resale operations constants accounting period screen and is used by the ROM when calculating which of the following reports?

1. The transmittal of receipts
2. The inventory control record
3. The ship's store afloat financial control record
4. The inventory discrepancy list

2-56. When the accounting period begins on 1 October 1991, ROM users will input what information into the ROM system data base?

1. 1 October 1991
2. Oct 1, 1991
3. 01 OCT 1991
4. October 01 1991

2-57. What code will the ROM user input into the ROM system data base to indicate a separate responsibility is in effect?

1. C only
2. S only
3. SR
4. CR

- 2-58. After all the appropriate data entries are made in the resale operations constants accounting period function, the ROM user will depress what function key to verify the beginning and ending accounting period dates?
1. F1
 2. F2
 3. F4
 4. F9
- 2-59. What action do you take if you discover a discrepancy after verifying accounting period dates?
1. Depress the F1 key and make the necessary changes
 2. Depress the F2 key and make the necessary changes
 3. Depress the F4 key and make the necessary changes
 4. Depress the F9 key and make the necessary changes
- 2-60. Which of the following data elements is/are NOT maintained via the resale operations constants accounting and appropriation function?
1. Accounting classification spread for purchase orders
 2. Department codes
 3. Appropriation account for markdowns below cost
 4. Standard markup percentage
- 2-61. The expenditure number range entered in the ROM is serial number 9600 for the beginning expenditure number and 9699 for the ending expenditure number. What action, if any, will you take once expenditure number 9699 is used by the ROM system?
1. ROM automatically begins with the next series of numbers beginning with 9700 once you perform the daily backup
 2. You will key in a backup set of serial numbers that will be used by the ROM system in the event the primary serial numbers are used
 3. You will reenter the ROM system and key in new beginning and ending expenditure numbers
 4. None
- 2-62. Once you have completed entering all the required information to the resale operations constants accounting and appropriation data function, what action do you take to post the information to the resale operations constants file?
1. Enter the word process and depress function key F1
 2. Depress function key F2
 3. Depress function key F4 and depress enter/return
 4. Enter the word process and depress the function key F9
- 2-63. What store number is already established in the ROM system for the bulk storeroom and should never be changed?
1. 96
 2. 97
 3. 98
 4. 99

- 2-64. What action do you take to add a store name and number to the store name constants file?
1. Enter the store name and number and depress function key F1
 2. Type the store name and number over another store name and number and depress function key F2
 3. Blank out one of the other store names and numbers, type in the new store name and number, and depress function key F3
 4. Enter the store name and number and depress function key F8

- 2-65. What action do you take to modify a department code name via the department code screen?
1. Type in the modification at the end of the existing department code list and depress enter
 2. Key in the new name over the old name
 3. Space out the entire name and code and enter the new name
 4. Change the department code and the name will automatically be changed

Learning Objective: Identify various ROM files and how they are maintained and used.
(Continued in assignment 3.)

- 2-66. What is the purpose of the ROM data file query function?
1. To enter various data elements into the ROM files
 2. To delete various data elements from the ROM files
 3. To view or print various ROM files
 4. To modify various data elements in the ROM files

- 2-67. What log maintained in the ROM files lists all surveys made during the current accounting period?

1. The survey log
2. The expenditure invoice log
3. The requisition log
4. The purchase order log

- 2-68. What ROM file will display all purchase orders created during the current accounting period?

1. Outstanding purchase order listing
2. Inventory management report file
3. Inventory control data file
4. Purchase order listing report file

- 2-69. The outstanding requisition file displays all outstanding requisitions either full or partial showing the requisition quantity and the quantity received for each line item.

1. True
2. False

- 2-70. The ROM requisition listing may be accessed via what ROM function?

1. Resale operations correction function
2. Resale operations reports function
3. Requisition/purchase order function
4. Receipt function